



## NPP Commercial Façade Rehabilitation Grant Application

Applicant Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address of Proposed Property \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Proposed Scope of Work:

\_\_\_\_\_

Are there currently code violations against this property (excluding façade violations?)

Yes

No

Is the building currently occupied by a tenant, or is there a newly signed lease indicating a tenant will be occupying the space this year?

Yes

No

*Your signature indicates that you have read and understand the guidelines in this application, and asserts that all information provided is correct.*

Business Owner Signature (if applicant) \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_



## **NPP Commercial Façade Grant Program Guidelines**

1. All owners of commercial properties within the New London District of Burlington City may apply for grant funds with the attached application. This is a reimbursement grant payable when all work is completed and inspected as appropriate. To qualify, owners must submit:
  - a. proof of ownership, such as a deed or tax records
  - b. proof of insurance in good standing on the property
  - c. must be able to prove that they are current with all taxes
  - d. proof of being current with mortgage
2. Grants will be awarded by the City of Burlington through the NPP Façade Grant Program, with a limit of up to \$5,000 of reimbursement per building pending the availability of funds. Any previously awarded NPP grant funds paid to the applicant will be applied against the \$5,000 grant cap. Any costs above the cap are the sole responsibility of the Property Owner.
3. The property owner or business owner applying for the façade grant shall be required to provide a match of up to \$5,000 for every NPP grant dollar up to \$1 of the project. If work exceeds \$10,000 in cost, the property owner or business owner is responsible for all costs above that amount.
4. Completed applications and copies of all associated documents are to be turned in to the NPP Grant Administrator for consideration, either [online](#) or mailed to:

NPP Grant Administrator  
C/O Main Street Burlington  
PO Box 1495  
Burlington, NJ 08016



- a. Applicants will receive a letter from the grant administrator to conditionally award the grant. If the number of applicants exceeds the number of available grants, applicants will be scored to determine the awarding of the grant based on:
    - i. Potential for project to attract additional businesses and to stimulate the Neighborhood Preservation Program District's economy (50%)
    - ii. Applicant's track record and business experience (20%); and
    - iii. Investment level and source of funds from the applicant (30%).
  - b. The Property Owner must provide three (3) comparable quotes for the proposed work, provided by contractors that are registered & licensed in the State of New Jersey (prevailing wages are NOT required by the contractor).
  - c. The contractor must assure that all work can be completed by December 31, 2023.
  - d. The applicant is notified of approval/disapproval and notice to proceed/denial of application.
5. This is a City-issued grant. There is not an inherent right to receive this grant; it must be properly reviewed and appropriately awarded by the City of Burlington.
  6. Grants for rear and side facades are eligible if the rear and/or side of the building is visible from public parking lots and public spaces. The back of the building must be utilized for customer ingress and egress. The condition of the front facade will be taken into consideration when evaluating applications for grants to improve a rear facade.
  7. Signage is not eligible unless it is a portion of the overall improvements and incorporated into the building. Free-standing signs are not eligible.
  8. The awarding of a \$5,000 Façade Grant EXCLUDES the owners from any other grants issued through the life of the NPP grant.
  9. The inspector and the NPP Grant Administrator will conduct periodic inspections of work-in-progress. The inspector will also the property upon the request of the



homeowner or the contractor. The Grant Administrator will monitor the contractor's performance and take photographs before, during, and after the inspection.

10. When 100% of the work is completed and certified by the final inspection, the inspector authorizes reimbursement to the Property Owner for the approved amount and the payment will be released.

11. During the process, the NPP Grant Administrator will take before & after pictures, and will post pop-up signage that acknowledges that the NPP grant is funding the project.

**Eligible improvements include:**

- Uncovering and restoring historic facades and storefronts
- Removing existing damaged or poor-quality facade materials
- Replacing damaged or poor-quality materials with more appropriate and attractive design materials
- Replacing signs (both projecting and sign bands) and awnings
- Replacing or adding exterior lighting
- The following may be funded as part of a more comprehensive facade improvement:
  - Windows, doors, exterior cleaning, tuck-pointing, painting, shutters, gutters, and historical architectural elements (such as cornices)
  - Restoring or replacing other authentic detailing which leads to a substantially enhanced appearance
  - Roof repair or replacement where visible from street
  - Removing exterior or interior closed storefront security grates entirely or replacing them with open-link interior security grates
  - ADA egress compliance projects
  - Sidewalks that are the responsibility of the property owner

**Improvements that are NOT eligible include:**

- Paving
- Maintenance
- Billboards
- Exterior walls not visible from the street